

NJ Commission on Higher Education
Educational Opportunity Fund
Expenditure Report Instructions/Forms
Special Project/EOF Initiative
Submission Date August 30, 2004

PURPOSE:

The purpose of these instructions is to provide institutions with information necessary to report the expenditure of funds used to support special activities or CHE/EOF sponsored activities that are not part of the normal operations of your Educational Opportunity Fund (EOF) Program as mandated by the current EOF Regulations.

NOTE: *All expenditures of EOF Special Project funds must be in accordance with the current contract, amending correspondence and EOF Regulations.*

A. Instructions for Completion of Signature Page:

Institution: Enter the name of your institution.

Signatures:

President -the individual authorized to contract on behalf of the institution.

EOF Director -the individual responsible for the administration of the EOF Program.

Chief Fiscal Officer -the individual (along with the EOF Director) responsible for the accuracy and completeness of the fiscal information contained in this report.

Date: Enter the date each individual signs the report.

B. Definition of Columns:

Note: **Institution (includes all funding sources with the exception of EOF funds):**

Budgeted: Transfer the latest amended contract distribution of EOF and institutional funds budgeted for the items listed in Sections I thru VI.

Expended: The amount of EOF and institutional funds expended for the items listed in Sections I thru VI.

Balance: The under or (over) expenditure of EOF and institutional funds for the items listed in Sections I thru VI.

Note: The *Total Expenditure* of EOF funds cannot exceed the *Total Approved Contract Budget*.

C. Instructions for Completion of Sections I thru VI:

Section I - Personnel: Enter the expenditures for all personnel directly related to the operation of the Special Project or EOF Initiative. Include the names and titles of all staff with the exception of tutors if applicable.

Total Personnel: Enter the sum of the expenditures for personnel for the project or initiative.

Section II - Fringe Benefits: Enter the expenditures for fringe benefits for the staff listed in personnel. Expenditures for fringe benefits from EOF funds must not exceed 21% of the full-time equivalent base salary.

NOTE: *EOF does not pay for the fringe benefits for senior public institutions.*

Section III - Educational & Consumable Materials & Supplies:

Enter the total expenditures for purchases of educational & consumable materials and supplies for the project or initiative.

Section IV - Travel: Enter the total expenditures for travel related to the project or initiative.

Section V - Other Services: Enter the total expenditures for other allowable items related to the project or initiative that do not fall into one of the categories listed above.

Section VI - Cost of Education: Enter the information requested in Section VI *if the project or initiative involved cost of education expenditures for students in any of the categories listed (tuition, etc.).*

of Students: Enter the number of students for which expenditures were made in each of the cost of education categories listed for the project or initiative.

of Credits: Enter the average # of credits per student for which expenditures for tuition and fees were made for the project or initiative.

of Weeks: Enter the number of weeks for which expenditures for room, board, stipends and insurance were made for the project or initiative.

Tuition: Enter the expenditures for tuition charges for students enrolled in the project or initiative.

Fees: Enter the expenditures for fees for students enrolled in the project or initiative.

Room: Enter the expenditures for room charges for the residential students enrolled in the project or initiative.

Board: Enter the expenditures for meal charges for students enrolled in the project or initiative.

Stipends: Enter the expenditures for stipends paid to the students enrolled in the project or initiative.

Books: Enter the expenditures for books for students enrolled in the project or initiative.

Insurance: Enter the expenditures for insurance charges for students enrolled in the project or initiative.

Total Cost of Education: Enter the sum of the cost of education expenditures for the categories listed in Section VI for students enrolled in the project or initiative.

Total Special Project/EOF Initiative Expenditures: Enter the cumulative expenditures for Sections I thru VI.

D. Instructions for Submitting Refunds and Reports:

Submission of Refunds: All unexpended Special Project funds must be returned to the CHE/EOF. Unexpended funds are to be submitted along with the expenditure report. If the check is not mailed with the expenditure report, please indicate on the stub or in a cover letter what the check is for. **Checks are to be made payable to the Treasurer, State of New Jersey and submitted to the address below.** Please do not include any other information (i.e., Barb An's name, etc.) on the check.

Submission of Report: All EOF expenditure reports are to be mailed to Ms. Barb An Reed Sanders at the address below. **Please note: faxed and e-mailed copies will no longer be accepted as official documents because the original signatures are needed for audit purposes.**

Ms. Barb An Reed Sanders, Accountant
Higher Education Student Assistance
Authority
PO Box 540
Trenton, NJ 08625-0540
Phone: 609-588-3278
Email: bsanders@hesaa.org